



Use this checklist to determine which Special Circumstance applies to your situation and provide the required documentation. All required documents must be submitted together to avoid delays in processing. Please allow 10-14 business days for review after submission. Additional documentation may be requested, if needed. Please ensure all supporting documents and statements are physically signed and dated. **All communications regarding your request, including approvals, denials, or requests for additional information, will be sent to your CGCC student email.**

Note:

- *Submitting a Special Circumstance Request does not guarantee a change to your financial aid eligibility. All requests are reviewed in accordance with federal regulations and college policies.*
- The information you submit must match your FAFSA dependency status:
 - **Dependent Student:** Submit information for you and your parent(s).
 - **Independent Student – Unmarried:** Submit your information only.
 - **Independent Student – Married:** Submit information for you and your spouse.

Special Circumstance	Situation	Supporting Documents
Loss of Employment or reduction of work hours	Income is less or will be less than the income earned in 2023.	<input type="checkbox"/> 2 of your most recent pay stubs <input type="checkbox"/> Separation documentation from employer <input type="checkbox"/> Unemployment benefit documentation <input type="checkbox"/> Federal Tax forms <ul style="list-style-type: none"> <input type="checkbox"/> 1099 <input type="checkbox"/> 1040 <input type="checkbox"/> w-2
Loss of Benefits (e.g. Alimony, Child Support, Worker's Comp, etc.)	Benefits received in 2023 and/or 2024 have been ceased or reduced	<input type="checkbox"/> Documentation showing loss of funds <input type="checkbox"/> Federal Tax Forms <ul style="list-style-type: none"> <input type="checkbox"/> 1099 <input type="checkbox"/> 1040 <input type="checkbox"/> w-2
Change in Family Structure (e.g. Divorce, Separation, or Widowed)	Your parent (or your spouse) divorced, separated, or died after submitting the 2025/2026 FAFSA.	<input type="checkbox"/> Divorce decree <input type="checkbox"/> Legal Separation agreement and/or proof of separate addresses <input type="checkbox"/> Copy of Death Certificate <input type="checkbox"/> Federal Tax Forms <ul style="list-style-type: none"> <input type="checkbox"/> 1099 <input type="checkbox"/> 1040 <input type="checkbox"/> w-2
High Medical Expense Not Covered by Insurance	Medical expenses that have been officially paid in 2024 or 2025, exceeded 10% of the total income earned in 2023	<input type="checkbox"/> Receipt or Statement with proof of payment <input type="checkbox"/> Documentation regarding the medical condition, treatment, and cost for expenses not covered by insurance <input type="checkbox"/> Federal Tax Forms <ul style="list-style-type: none"> <input type="checkbox"/> 1099 <input type="checkbox"/> 1040 <input type="checkbox"/> w-2